

TOWN OF PORT EDWARDS MONTHLY BOARD MEETING MINUTES

Date: October 9th, 2023

Call to Order: Chairman Randy Moody called the Town Board Meeting to order at 6:05p.m. The pledge of allegiance was recited to start the meeting.

Meeting Certification: This meeting has been properly posted (on the Town Hall door) as well as published on our website to notify the public of date, place, time, and agenda.

Attendance: Chairman Randy Moody, Supervisors Tim Schmidt, Jeff O'Donnell, Treasurer Kathy Reese, and Clerk Michelle Sorenson. There were also three people present from the public.

Approval of minutes from September 11th, 2023, Town Board Meetings: Clerk presented the minutes from the September regular monthly meeting. The minutes of the meeting looked accurate and acceptable. Motion was made by Schmidt and seconded by Moody to accept the minutes as printed. Motion carried.

Agenda:

- Approve the agenda
- Approve previous meetings' minutes
- Approve payment of bills
- Treasurer and Clerk's monthly reports
- Set date for next month's board meeting
- Set date for Public Hearing on the 2024 Town budget
- Set date for a Special Town Meeting of the electors to approve the tax levy to be collected in 2024
- Road Superintendent report
- Correspondence: Fire calls, utility permit application, certified survey maps
- New business:
 - Assess Town Attorney's ordinance revision suggestions
 - Discuss/draft Utility Accommodations ordinance
 - Revise Town's Zoning ordinance
 - Draft a camper permit to be used by campers in the Town
 - Approve final plat map for the Bollig development
 - Accept the established road in the Bollig development as an official Town road
 - Review/accept winning bids on the 2000 International truck and set of grader tires
 - Begin process of finding a new Town building inspector
- Old business:
 - Update on Community Center bathroom
 - Discuss updating the Town fee schedule
- Public input
- Adjourn

Motion was made by Schmidt and seconded by Moody to approve the agenda. Motion carried.

Bills: Schmidt made a motion to approve payment of the town bills listed by the Clerk. Motion was seconded by Moody and the motion carried. Total disbursements for the month of September were \$43,904.64 with total revenues being \$603.54.

Treasurer and Clerk Financial Reports: The Treasurer and Clerk reports were reviewed by the Board. All numbers balance. Total Town money as of September 30th, 2023, is \$298,028.48. Schmidt made a motion to accept the reports as submitted and O'Donnell seconded so motion carried.

Public Hearing on Town Budget: The date for the public hearing on the 2024 Town budget was made for Monday, November 13th, 2023, to begin at 6p.m. This meeting will be held in the Port Edwards Town Hall.

Special Town Meeting of Electors: A special meeting of the Town electors was scheduled to begin immediately following the conclusion of the public hearing on the 2024 Town budget, to be held on Monday, November 13th, 2023. All meetings will be conducted in the Town Hall.

Highway Superintendent Report: Adam could not attend the meeting so Moody reported for him. All the roads needing it have been graded. There was nothing else to report on.

Correspondence:

Fire Calls: Clerk received three reports from the Nekoosa Fire Department. There was a house fire on CTH JJ started by lightning. The Board saw fit to bill the resident for \$1,000. The next report described a one vehicle UTV rollover that occurred on Kimball Avenue. The Board agreed to bill the driver for \$500. The last report was for a one vehicle rollover on CTH AA. That party will also be billed \$500 as allowed by the Town's fire call ordinance.

Utility Permit Application: WE Energies submitted an application to do work in the right of way on Lynn Hill Road by CTH JJ. The application was complete and there were no objections. O'Donnell made a motion to approve the utility permit application and Schmidt seconded. The motion carried.

Certified Survey Maps: Three certified survey maps were received by the Clerk. A map for surveying on CTH JJ for B. Ruesch was not explained very well and quite confusing. Moody will contact Wood County Planning and Zoning for more clarification. The other survey maps came in for D. and B. Matthews and J. Fazio. Both of those maps met the Town's two-acre minimum requirements. O'Donnell made a motion to approve both of those certified survey maps and Schmidt seconded said motion. The motion carried unanimously.

New Business:

Ordinance Revision Suggestions: O'Donnell will attempt to make the edits suggested by Attorney Flanagan. No work will be done on the ordinances tonight. Tabled for the November meeting.

Utility Accommodations Ordinance: Tabled for the November meeting.

Zoning Ordinance Revisions: Tabled for the November meeting.

Camper Permit: Tabled for the November meeting.

Bollig Development Final Plat: The map was reviewed by the Board. Everything appeared to be in order. O'Donnell made a motion to approve the map and Schmidt seconded. Motion carried.

Bollig Development Road: O'Donnell made a motion to accept the development's road as an official Town road with the name of Bollig Court. Schmidt seconded the motion and it carried. Schmidt will work on submitting the additional half mile of road to the State Department of Transportation for reporting and calculating aid purposes.

Equipment Bids: The 2000 International patrol truck and the set of six grader tires were put on the Wisconsin Surplus Auction site. Winning bids were \$6,075.00 and \$206.00 respectively. O'Donnell made a motion to accept the final bids. Schmidt seconded the motion and the motion carried with all in favor.

New Building Inspector: Our current building inspector has been unavailable to answer questions and had to be contacted at least twice to make payment to the Town for fees collected on behalf of the Town in 2022. O'Donnell will draft a letter giving the Town's current inspector notice that we will be using a different building inspector beginning on January 1st, 2024.

Old Business:

Community Center Bathroom: The portable toilet is at the Town Community Center on CTH G. It is sitting behind the building. It will be kept padlocked and only unlocked for confirmed community center rentals and/or events. The highway crew will be working to put a better roof cover on it over the next month.

Updating Fee Schedule: This will be looked at in more detail during the Town's budget preparations.

Public input: A question was raised about the weight limits that have been put on Swanson and Swiggum. Does the Port Edwards Board know how long the roads are posted for? The Board had not heard anything about the limits from the neighboring Township but assumed they were put in place to help limit the traffic from cranberry harvest.

Next Scheduled Board Meeting: The next regularly scheduled Town Board Meeting is set for Monday, November 13th, 2023, and will begin immediately following the conclusion of the special town meeting of the electors. The meeting will be conducted at the Port Edwards Town Hall.

Adjourn: Being there was no other business to conduct, O'Donnell made a motion to adjourn the meeting at 8:08p.m. and Schmidt seconded. All were in favor and the motion carried.

Respectfully submitted,
Michelle Sorenson, Clerk